



Long Beach Gas & Oil Department
Inspection Division
562-570-2085

Changing a Master-Metered Apartment Building to Individual Unit Meters

Are you considering converting your natural gas master-metered apartment building to individual unit meters? If so, Long Beach Gas & Oil has assembled the following information about the conversion process to assist you. The steps are listed in sequential order. Further, we are attaching information that you may distribute to your tenants to inform them about the information required to establish a utility account.

1. Contact New Service at (562) 570-5700 to request an "investigation for master meter conversion".
2. A Long Beach Gas & Oil Construction Inspector will contact you to arrange an on-site meeting.
3. Apply for permits, if applicable, with the Community Development Department at (562) 570-6651.
4. Install individual house lines to each unit per attached diagrams numbered A-985 and A-983 and A- 990A as applicable to your location after a review of the meter location with the Construction Inspector from Long Beach Gas & Oil. (Install Brass Tags per A 985-A and verify continuity with Unit numbers indicated on the unit doors / tags)
5. Obtain plumbing approvals from Community Development on gas lines.
6. Check with New Service (562) 570-7198 or (562) 570-7027 to ensure that the utility account at the service address is current.
7. Pay all applicable fees.
8. Owner to put each new account in owner's name (Long Beach Gas & Oil will waive individual meter set fees for each unit).
 - (a) Notify each tenant to establish utility service:
 - (b) Set a deadline date with tenants to contact (562) 570-5700 to establish utility service.
 - (c) Owner will be billed for service until tenant or owner notifies the office to change names.
 - (d) Owner or tenant may submit completed tenant application information to New

Service by telephone (562) 570-7198 or (562) 570-7027 or by fax (562) 570-7055.

9. Long Beach Gas & Oil access is required to each unit in order to verify house line and light pilots.

The sequence listed above begins with the property owner contacting New Service, who forwards an Investigation form to Long Beach Gas & Oil Construction Inspection. A Gas Construction Inspector will make an appointment to meet the owner or contractor at the service location.

During the appointment in the field, the Construction Inspector will provide a typical stub-out diagram for multiple gas meter installation and information about the steps necessary to obtain gas service. After following the instructions provided by the Construction Inspection, the owner will coordinate with Community Development for necessary approvals. Coordinating closely with New Service will ensure that gas service to the apartment building and individual tenants will not be interrupted.

CONTACT INFORMATION

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| New Service | 562-570-5700 |
| Community Development (permits) | 562-570-6651 |
| New Service (follow-up) | 562-570-7198 562-570-7027 |
| Long Beach Gas & Oil Inspection | 562-570-2085 |